



Artist-in-Residence Program



Miles Farmstead, by Artist-in-Residence Kristi Carlson

Artists in National Parks

Artists have been part of national parks since the 1870s when famed painters played a vital role in documenting the majestic landscapes of the West. It was through their works of art that many first saw these special places in America. Today artists are working in more than 40 national parks through Artist-in-Residence (AIR) Programs.

About the Program and How to Apply

Herbert Hoover National Historic Site offers two residencies of two to eight weeks each from April through September. The residencies allow selected artists to pursue their art forms in the park's contemplative setting. All professional American writers, composers, and visual and performing artists may apply.

The park provides lodging and a secure place for equipment and supplies at no cost to the artist. During the residencies, the artists interact informally with the public, present public interpretive programs, and contribute a piece of artwork for display in the park.

For more information, call (319) 643-7866, or e-mail kristin_gibbs@nps.gov. You may also visit the park website at www.nps.gov/heho/.

Application Instructions

To apply, send a cover letter stating your preferred period of residence (two to eight weeks within the available time period) with four (4) collated sets of the following:

1. A resume and summary of creative work (exhibitions, collections and publications where your work has appeared).
2. Samples of recent works:
 - a. **Visual artists** provide six (6) 4-in. by 6-in. prints with descriptions (titles, media, and image sizes) or a CD with six (6) JPEG files of at least 200 pixels per inch;

- b. **Writers** submit ten (10) double-spaced, typewritten pages of manuscript on 8½-inch by 11-inch paper or in a PDF file on a CD;
 - c. **Composers or performing artists** provide five (5) to seven (7) minutes of audio or video recording on a CD.
3. A statement of no more than one (1) page explaining how your artwork will help connect visitors to Herbert Hoover National Historic Site.

Applications must be post-marked or delivered to the park by February 1, 2013. Mail your application to:

Herbert Hoover National Historic Site
Artist-in-Residence Program
110 Parkside Drive
P.O. Box 607
West Branch, Iowa 52358

Selection

A panel from the park and the local arts community will select the Artists-in-Residence from the pool of applicants by March 2013. Selections will be made based on merit and how the artists' work can communicate the park's national significance and relevance to visitors.

Applicants will be notified of the selection as soon as possible. All samples will be returned at the end of the selection process. You do not have to include a self addressed stamped envelope.

Responsibilities and Duties

The Artist-in-Residence (AIR) will be enrolled in the National Park Service Volunteer-in-Parks (VIP) program after reading and signing OF-301A, Volunteer Services Agreement. The agreement may be terminated by either the AIR or the NPS at any time.

During the residency, the AIR will provide:

- All supplies and materials needed for his or her artwork.
- A weekly schedule and daily locations to the AIR Coordinator.
- Friendly and helpful service to park visitors.
- One completed work to be received no later than 3 months after completion of the residency.
- At least one interpretive programs pre-approved by the VIP Coordinator.

The National Park Service will provide:

- Lodging in park housing.
- A VIP uniform and nametag.
- A venue and publicity for interpretive programs or workshops.
- Friendly and helpful service to the AIR.
- Storage space for the AIR’s working supplies.

Hours

The artist is expected to work on-site an average of 40 hours a week, including travel time and programs. “On-site” refers to the 187 acres of the National Historic Site, or in adjacent facilities, schools or other locations pre-approved by the Artist-in-Residence Coordinator. The artist will provide his or her weekly schedule to the coordinator one week in advance. The artist will also notify the Visitor Center staff of his or her likely whereabouts at the beginning of each work day.

Visitor Services and Public Presentations

Artists are encouraged to interact with park visitors as they interpret the variety of cultural and natural resources of the park, including historic structures, artifacts, cultural landscape, the creek, and tallgrass prairie vegetation and wildlife. Identifiable portraits of persons are not permitted without their written permission. The park may provide a model release form to obtain permission.

Artists will present at least one 60-minute public program during their residencies. Programs may be tailored to an individual’s medium, interest, and experience. Programs may be demonstrations, talks, exploratory walks, or performances. Artists must provide their own supplies and equipment for these presentations. In addition, artists are requested to give at least one public presentation in their communities about their residency experiences.

Studio Space, Storage, and Access

The park does not have a dedicated studio or storage space for artists. The AIR coordinator will work with the AIR to find suitable places in the park to work and to store equipment and supplies.

The AIR will be given a key and an alarm code only to his or her quarters. The AIR will not have access to the park’s computer network.

The AIR may have access, with permission from the Chief Ranger, to public historic structures during park operating hours. He or she may work behind barriers if there is no apparent risk of damage to the structures and museum collection, and no safety hazard for visitors. Furnishings and museum objects may not be rearranged or touched without the permission of the Chief Ranger.

Access to the Herbert Hoover Presidential Library and Museum, administered by the National Archives and Records Administration, and the administrative office of Herbert Hoover Presidential Library Association, a private not-for-profit organization, is excluded from this arrangement.

Housing

The AIR will be lodged for free in one of the several historic houses used for temporary staff quarters. Utilities are included. Free parking is available either behind the houses or on the street. Accessible housing for disabled persons may be available.

The temporary staff quarters are designated as shared housing for singles. The AIR’s family members will not be lodged in park housing. Visitors may stay overnight with prior approval. The AIR will have his or her own bedroom with shared common living areas, bathrooms, and a kitchen. The AIR may be sharing a house with members of the opposite sex. Smoking and pets are not allowed.

The houses are furnished and air-conditioned. Each house has a shared telephone line for local calling. A washer and dryer are available. Kitchens are fully equipped. The park will provide sheets, blankets, and towels. The AIR may want to bring an alarm clock, a fan, and a light blanket.

The houses have exterior locks and an alarm system. There are no locks on the individual bedrooms. If park staff needs to enter to do maintenance work, they will contact you 24 hours ahead of time. In case of an emergency, park staff will contact you immediately before entering.

Churches, medical care, and groceries are available in West Branch (population 2,100). Iowa City (population 70,000), 10 miles west, offers excellent medical care, cultural, and recreational activities.

Artwork Contributions

- The Artist-in-Residence (AIR) will contribute to the National Park Service (NPS) one representative piece of work created during or resulting from his or her residency at Herbert Hoover NHS. The contribution will be documented with Form DI-105, Receipt for Property. Terms of the contributions are:
1. The contribution must be suitable for display in public or work areas. The NPS is not required to display the artwork, but will display it as frequently as possible or share it with the public through other appropriate means. Artwork not on display will be stored in a secure, environmentally-controlled facility. The artwork may be loaned out to park partner organizations under appropriate agreements by the NPS.
 2. The AIR may choose to, but is not required to, contribute additional pieces under this agreement. The AIR agrees to notify the park of exhibits, publications, or performances of other works resulting from the residency.
 3. The contributed artwork must be ready for display or performance upon arrival at the park. Digital documentation of all physical media must also be submitted in an archive quality CD or DVD in any formats commonly used for desktop or Web publishing.
 - **Paintings** must be professionally framed and ready for wall mounting.
 - **Photographs** must be printed with archive-quality ink and paper, professionally matted, and framed.
 - **Sculptures**, which include weavings, must be mounted on a suitable display base or mount.
 - **Writings** must be printed in triplicate with an additional copy as an electronic file from a Windows-compatible word processing program, preferably Microsoft Word.
- **Performances** must be recorded in video and audio with scripts, scores, and director's notes. A separate audio recording must be submitted as well. Recordings must be professional archive quality and possible to be duplicated by the NPS.
 - **Digital media** must be submitted on an archive quality CD or DVD that can be duplicated by the park. Each piece including the artist's name, subject, media, date of contribution, and other appropriate metadata must be included in the file properties or in a separate text document. Photographs must be in JPEG or TIFF formats with a minimum resolution of 200 pixels per inch. Video or audio recordings may be sent in ready-to play CD or DVD formats, but must also be sent in commonly-used digital formats for the Web. Writings must be in an electronic document file from a Windows-compatible word processing program, preferably Microsoft Word.
4. Contributed works will be property of the United States, in the public domain, and not subject to copyright laws. When the NPS uses, reproduces, and displays the contributed works for agency purposes, the AIR will receive credit as the artist or creator.
 5. Delivery of the contribution will be the financial responsibility of the AIR, though the AIR may apply for reimbursement. The AIR agrees to deliver the artwork to Herbert Hoover NHS within three months from the completion of the residency. The AIR must notify the park no later than two months after the conclusion of the residency how the donated work will arrive and what the park should expect.
 6. With at least 90 days advance notice, the AIR is permitted to borrow the contributed artwork for shows or similar professional uses. Transport of the artwork to or from the AIR will be the financial responsibility of the AIR.